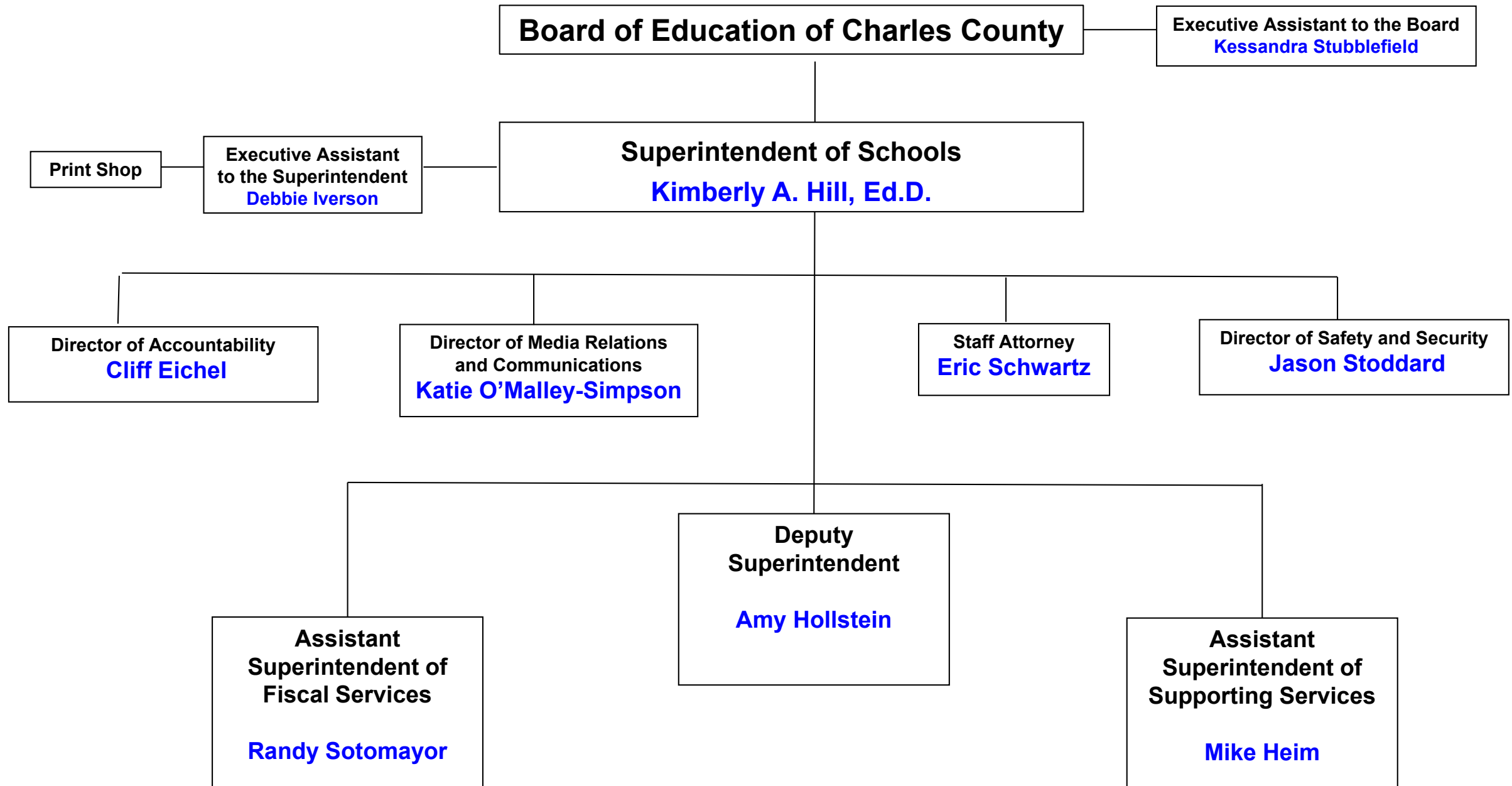


Charles County Public Schools Administrative Organizational Chart



**OFFICE OF FISCAL SERVICES
WHO DO YOU CALL?
SCHOOL YEAR 2019-2020**

EXECUTIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT <ul style="list-style-type: none"> • SCHEDULING MEETINGS FOR OFFICE OF FISCAL SERVICES • GENERAL QUESTIONS FOR THE OFFICE OF FISCAL SERVICES 	Terri Lundskow	301-934-7350
ACCOUNTING		
ACCOUNT CODES, FISCAL YEAR-END DEADLINES, PAYROLL VERIFICATIONS, ACCRUAL, RECEIVABLES FOR GENERAL FUND, CIMS REQUESTS FOR NEW USER ACCESS	Debbie Hale	301-934-7207
PAYROLL, LEAVE, DIRECT DEPOSIT, TSA DEDUCTIONS, TAX EXEMPTION	Payroll Staff	payroll@ccboe.com
ACCOUNTING ASSISTANT MANAGER Bank Reconciliations, Cash Management	Carole Koller	301-934-7348
A/P MANUAL CHECKS AND GENERAL QUESTIONS	Barbara DiMauro	301-392-7599
VENDOR QUESTIONS/STATEMENTS: <ul style="list-style-type: none"> • A-G • H-P • Q-Z/OFFICE DEPOT 	Katie Copeland Amy Hartline Renee Ward	301-934-7344 301-934-7343 301-934-7362
NEW VENDOR REQUESTS/CHANGES	Terri Lundskow	301-934-7350
INTERNAL CONTROLS/AUDIT	Brenda Basinger-Zimmerman	301-934-7355
SENSITIVE AND FIXED ASSET INVENTORY, MONTHLY REPORTS, SCHOOL ACTIVITY FORMS, MONITORING OF MONTHLY SCHOOL REPORTS	Cindy McRoy	301-934-7338
QUICKBOOKS, RECONCILIATION OF GREEN BAR AND STUDENT ACTIVITY FUNDS, NEW SECRETARY TRAINING	Cheryl Hurst	301-392-7583
BENEFITS		
BENEFITS AND RETIREMENT TSA Request, Insurance Claims, Insurance Vendor Payments	Christeda Warner	301-934-7459
BENEFITS ASSISTANT Insurance Enrollments, Dependent Eligibility, Cobra, Insurance Invoicing, Termination Packets	Jill Potter	301-932-6610
BENEFITS ANALYST Maryland State Retirement (enrollment and retirement), Flexible Spending Questions, Insurance Claim Inquiries	LaTasha Hall	301-934-7289
BENEFITS ANALYST - FMLA/LOA Family Medical Leave Act (FMLA)	Thomas Anotonielli	301-934-7459

**OFFICE OF FISCAL SERVICES
WHO DO YOU CALL?
SCHOOL YEAR 2019-2020**

BUDGET		
OPERATING BUDGET	Louise Cisse	301-934-7350
RESTRICTED FUNDS	Sherrri Fisher-Davis	301-934-7354
RESTRICTED FUNDS, CIP	Kelli Scherer	301-934-7355
FOOD AND NUTRITION SERVICES		
GENERAL QUESTIONS	Patty Tuttle	301-392-5570
FREE AND REDUCED MEALS	Glenda Henry	301-392-5574
STUDENT ACCOUNT BALANCES AND PARENT INQUIRIES	Kelly Gammon	301-392-5576
SUPERVISOR OF FOOD SERVICES	William Kreuter	301-392-5573
SUPERVISOR OF FOOD SERVICES	Crystal Richardson	301-392-5572
PROGRAM SUPPORT	Tracy Newbold	301-392-5575
CULINARY TRAINER	VACANT	301-392-5570
PURCHASING		
P-CARD	Nelson Sample	301-934-7340
APPROVAL FOR BIDDING, PRE-AWARD OF CONTRACTS	Eleanor Foddrell	301-392-7581
CONTRACTS, OFFICE PRODUCTS, FURNITURE, TEXTBOOKS	Lauren Young	301-934-7337
WAREHOUSE INVENTORY AND REPLENISHMENT, SOLICITATIONS, AS400 TRAINING, WAREHOUSE ORDERS, OFFICE DEPOT ORDER TRAINING	Laura Vigneault	301-392-7586
GENERAL PURCHASING INFORMATION, CREATING PURCHASE ORDERS, PURCHASE ORDER STATUS AND TRACKING	Terri Rose	301-392-7569
SAFETY AND RISK		
RISK MANAGEMENT, ENVIRONMENT AND SAFETY	Glenn Belmore	301-934-7275
WORKERS COMPENSATION AND SAFETY	Byran Cummings	301-934-7273

OFFICE OF FISCAL SERVICES ORGANIZATIONAL CHART

